

OHIO UNIVERSITY LIBRARY  
ATHENS OHIO

# OHIO UNIVERSITY BULLETIN

EXTENSION DIVISION • CORRESPONDENCE STUDY

1960-1962

## *Visitors Welcome—*

Visitors to the University are always welcome. Those desiring interviews with university personnel will often find it to their advantage to request appointments in advance. Office hours are from 8:00 to 4:00 Monday through Friday and 8:00 to 12:00 Saturday.

## *Address Inquiries—*

concerning admission and the acceptance of credits to the  
DIRECTOR OF ADMISSIONS

concerning catalogs, registration, grade transcripts, and  
general university regulations to the REGISTRAR

concerning curricula and degree requirements of the vari-  
ous colleges to the DEANS OF THE COLLEGES

concerning board and room to the DIRECTOR OF HOUSING

concerning scholarships, loans, and work opportunities to  
the DIRECTOR, STUDENT FINANCIAL AIDS

concerning special conferences and other matters relating  
to the Summer Session to the DIRECTOR, SUMMER  
SESSION

concerning veterans affairs to the COORDINATOR OF  
VETERANS AFFAIRS

concerning correspondence study, evening, and extension  
classes to the DIRECTOR OF UNIVERSITY EXTENSION

## PICTURES

*Alumni Gateway  
Ohio University Center*

OHIO UNIVERSITY

ATHENS, OHIO

OHIO UNIVERSITY, EXTENSION DIVISION  
CORRESPONDENCE STUDY  
ATHENS, OHIO

## APPLICATION FOR REGISTRATION

Date \_\_\_\_\_ \*Amount enclosed \$ \_\_\_\_\_

Name in full (Print) Mr.  
Miss  
Mrs. \_\_\_\_\_  
(Last Name) (First Name) (Second Name)

Present Address \_\_\_\_\_ County \_\_\_\_\_  
(Street and Number) (City) (State)

Telephone Number \_\_\_\_\_

Home Address \_\_\_\_\_ County \_\_\_\_\_  
(Street and Number) (City) (State)

Telephone Number \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

### PREVIOUS EDUCATION

	Name of Institution	Attended		No. of Units or Semester Hours Earned	Did You Graduate?
		From Date	To Date		
High School					
College or University					

Name and catalog number of course (Do not enroll for more than two subjects) \_\_\_\_\_

What studies have you had leading to the course for which you desire to register? State definitely whether prerequisite courses have been taken \_\_\_\_\_

Occupation \_\_\_\_\_  
(If teacher, state grade. If in armed forces, give both civilian and military occupations)

Are you currently enrolled in residence at a college or university? \_\_\_\_\_ If so, have you secured permission to carry this course? \_\_\_\_\_ (A registration from a student currently enrolled in residence at any educational institution will not be accepted unless it is accompanied by a permit from the head or dean of the institution allowing him to carry correspondence work while in residence)

Are you in good standing in the institution you last attended? \_\_\_\_\_

What is your purpose in taking the course? \_\_\_\_\_

Are you currently enrolled in another correspondence course with Ohio University? \_\_\_\_\_ If so, please give name and number \_\_\_\_\_

Remarks \_\_\_\_\_

#### USE THE BACK OF THIS SHEET FOR ADDITIONAL REMARKS

\*Fees for residents of Ohio: 1 s. hr., \$10.00; 2 s. hrs., \$20.00; 3 s. hrs., \$30.00; 4 s. hrs., \$40.00; 5 s. hrs., \$50.00. Fee for non-residents of Ohio: 1 s. hr., \$11.00; 2 s. hrs., \$22.00; 3 s. hrs., \$33.00; 4 s. hrs., \$44.00; 5 s. hrs., \$55.00. This schedule of fees is to be disregarded by USAFI enrollees and veterans under the G.I. Bill (P. L. 846).  
Make checks, money orders or drafts payable to "Ohio University". No portion of a fee can be refunded after three months from date of registration. Also no portion of a fee can be refunded after three lessons have been mailed even though the registration is not three months old.

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# OHIO UNIVERSITY BULLETIN

THE EXTENSION DIVISION

Correspondence Study



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# OHIO UNIVERSITY

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# OHIO UNIVERSITY

## HISTORICAL BACKGROUND

Ohio University was first conceived of and planned for in 1786 by officers and men who had served in the Revolutionary War. It came into being with the passage by the Legislature of the State of Ohio, February 18, 1804, of an act establishing "an University . . . in the town of Athens . . . by the name and style of the Ohio University." The University thus became the first institution of higher learning in the Northwest Territory, an area from which was ultimately carved five great states—Ohio, Indiana, Illinois, Michigan, and Wisconsin. It has grown with the nation and the state into a diversified and effective institution of higher education.

## THE UNIVERSITY TODAY

Ohio University is composed of the following colleges and other major units:

The University College

The College of Applied Science

The School of Home Economics

The College of Arts and Sciences

The College of Commerce

The School of Journalism

The College of Education

The College of Fine Arts

The School of Architecture

The School of Dramatic Art and Speech

The School of Music

The School of Painting and Allied Arts

The Graduate College

The Branches

The Division of Physical Education and Athletics

The Reserve Officers' Training Corps

The University Extension Division

The Summer Session

## THE EXTENSION DIVISION

The function of correspondence study is to make the offerings of Ohio University available to those persons who must devote a large part of their time to other duties.

Many of the foremost American universities have recognized that this is a satisfactory plan for the extension of educational facilities. Teaching by correspondence has become a part of the educational system of colleges and universities in approximately forty states and the District of Columbia where it has been demonstrated that efficient college work can be done by correspondence.

Some of the advantages of residence study are lacking, but correspondence study has compensating advantages. It develops and encourages self-reliance, initiative, and perseverance; and the teaching is individual and personal.

The Extension Division offers correspondence courses only on the college level.

### CORRESPONDENCE COURSES AT THE COLLEGE LEVEL

Many of the departments of instruction at Ohio University offer correspondence courses. These courses parallel residence work as far as the nature of the subject will permit. They have the same course numbers and are usually taught by the instructors who offer the courses in residence. If you need assistance with the selection of subjects, consult your college adviser or another person who is to pass on the sufficiency of your credits. The Extension Division is not authorized to advise students on academic requirements nor to suggest which courses may be acceptable for meeting teacher certification requirements.

**CREDIT.** Effective with the opening of the 1960 Summer Session (and not to be retroactive) the maximum amount of credit earned through correspondence and extension work and applicable toward a degree or certificate shall be limited to 25 per cent of the hours required for a degree, or certificate. Credit earned by correspondence study cannot be applied to graduate work.

Students who are seeking a degree from Ohio University and who expect to receive credit toward graduation for correspondence courses are reminded that their written work must be up to the standards of Ohio University. If written work submitted in a correspondence course is deficient, the instructor may recommend the award of a **CONDITION IN COMPOSITION**. A **CONDITION IN COMPOSITION** requires the student to enroll in the Writing Clinic and, upon successful completion of the Writing Clinic, to retake and pass the English Proficiency Test.

A student may enroll for correspondence study on a non-credit basis. Such an enrollee is required to pay the same fees as other students, but he is not required to take mid-course and final examinations. Request for a transfer from credit to a non-credit basis must be made before two-thirds of the course is completed.

**ADMISSION.** Students who have graduated from first-grade high schools are admitted to correspondence study at the college level. A person who is not a graduate of a first-grade high school is permitted to take correspondence courses at the college level provided he is 21 years of age or older and provided the instructor believes that he is capable of carrying the course.

The application for registration is the only admittance paper required. It will be assumed that the information given by a student in his application is correct. Incorrect information may invalidate credit.

No one is accepted for correspondence instruction who is not in good standing at the college or university last attended.

A student admitted to correspondence study may or may not be admitted for study in residence. A student contemplating study in residence should write to the Director of Admissions, Ohio University, Athens, Ohio, for information on admission requirements.

**REGISTRATION.** A student secures his application for registration from the Extension Division. Any person working toward a degree at Ohio University must have written permission from the dean of his college regardless of whether or not he is enrolled in residence study at the time he enrolls. Likewise, a student currently registered in another school must present a permit from the dean of his college. Registration for a correspondence course may be made at any time. The application for registration must be accompanied by the required fee in full.

FEES	Residents of Ohio	Non- Residents
Registration fee,		
each semester hour	\$10.00	\$11.00
Transfer fee	2.00	2.00
Extension of		
time fee	4.00	4.00

A resident of Ohio pays \$20.00 for two semester hours, \$30.00 for three semester hours, and so on.

**REFUND OF FEE.** If the application of a student is rejected, his fee will be refunded in full. Two-thirds of a registration fee is returned if a student withdraws from a one-, two-, or three-hour course before his registration is three months old, provided no more than three lessons have been mailed. If a student withdraws from a four- or five-hour course, \$10 will be deducted from the original registration fee and the remainder will be refunded to the student provided the course is not more than three months old and not more than three lessons have been submitted. If four or more lessons have been mailed, no refund of fee is made even though the registration is less than three months old.

**TRANSFER FEE.** A correspondence student may change his registration to another course in the Extension Division by paying a fee of \$2.00, provided he makes the request for transfer before his original registration is three months old and before no more than three lessons have been mailed in the original course. A student cannot transfer fees paid for correspondence courses to extension classes or to classes on campus or in an Ohio University branch. When a student transfers, the time limit begins on the date of the

original registration. Members of the armed forces under USAFI and veterans under a G.I. Bill cannot transfer from one course to another. They must be disenrolled from the original course and then apply for enrollment in the new course.

**BOOKS.** Books and other materials for a course are to be purchased by the student. Soon after the registration fee has been received, a study guide will be mailed containing instructions for ordering texts. The Extension Division does not handle textbooks. ~~Books are to be ordered from the publishers unless a student prefers to secure them in another way.~~

**LESSONS OR STUDY UNITS.** A one-hour course consists of 12 lessons, or study units; a two-hour course consists of 24 lessons, or study units; and a three-hour course consists of 36 lessons, or study units. Approximately three hours will be required by the average student to complete one lesson.

Lesson papers are the property of the Extension Division and all of them are to be returned to the Extension Division by a student after the final examination.

**TIME LIMIT FOR COURSE.** The maximum time for the completion of a course is nine months. The maximum time starts with the date of registration. A student can secure an extension of time for three months upon the payment of a fee of \$4.00. *Not more than three extensions of time* will be granted under any circumstances.

The minimum time schedule starts on the date the first lesson is received in the Extension Division office. For example, the usual time on a course for three semester hours is approximately ten weeks, lessons being submitted at the rate of six per week, and the total time on two three-semester hour courses taken concurrently is twenty weeks. Under no circumstances may lessons be submitted at a rate greater than six per week. The additional time for completion is necessary in order to process the mid-course and final examinations. Lessons are counted toward the permissible number of six per week when they are *received* in the Extension Division office from Monday through Saturday.

**COMPLETION OF COURSES.** It is the responsibility of the student to enroll in sufficient time to complete a course or courses for which he has enrolled to satisfy graduation requirements or certification for a teacher's certificate. Ordinarily, a student should allow at least four weeks beyond the minimum time allowed for completion. If a student has a deadline to meet he would be well advised, in addition to allowing the time indicated above, to inform his instructor when he sends in his first lessons when that deadline occurs and why he desires completion by that date. *Grades for candidates for degrees are expected to be in the Registrar's office one full week before the commencement date, and students must plan to meet this deadline.*

A student, either from Ohio University or any other institution, who is a candidate for graduation at mid-year or in June must register not later than one week after the corresponding registration day in each semester.

Students seeking to complete courses at the end of a summer should bear in mind that instructors are on vacation during August and early September and sometimes are not available to mark and return their les

sons. Enrollment, therefore, should occur at least ten weeks prior to August 1 for reasonable assurance of completion.

**EXAMINATIONS.** Mid-course examinations and final examinations are required in nearly all courses. Application for the final examination should be made no later than one month after submitting the last lesson. Two weeks should be allowed after applying for the examinations until they are received. A student is to wait for the return of all preceding lesson papers before attempting an examination. **LESSONS BEYOND THE MID-COURSE EXAMINATION CANNOT BE SUBMITTED UNTIL THIS EXAMINATION HAS BEEN TAKEN.** A student who lives in Athens County or is a student at Ohio University is required to take his examinations in the office of the Extension Division. Examinations are given only on Saturday mornings at 9 o'clock in Wilson Hall. Students are not notified as to when they may take an examination. They may report on any Saturday convenient to them after they have received their graded lessons. However, they must apply for a **CAMPUS** examination in advance by submitting the application for examination.

Others may take examinations either in the office of the Extension Division (in order to expedite completion of a course), or under the supervision of a school superintendent, a city or exempted village high school principal, an executive head of a local high school district, or a member of a college or university faculty with the rank of assistant professor or above. Examinations for **USAFI** students are supervised by the education officer or chaplain.

No fee is paid by the Extension Division to the person who supervises an examination. Since the examinations are the only part of the correspondence course done under supervision, they are of great importance in computing the final grade.

## THE SEVEN COLLEGES AT OHIO UNIVERSITY

Brief information about each of the seven colleges at Ohio University follows. Students desiring facts relative to degrees and other requirements should write to the appropriate academic dean. The Extension Division is not authorized to advise students on requirements.

**THE UNIVERSITY COLLEGE.** All freshmen enroll in the University College, a college concerned primarily with the problems of first-year students—their courses of study, and their guidance during the period of transition from high school to college. The freshman year in the University College and the following three years in one of the degree-granting colleges represent the normal time required for completion of any of the baccalaureate degree programs.

The University College also enrolls students interested in terminal programs of less than four years duration. Such a program pursued for two years can qualify a student for an Associate in Arts degree. The requirements in semester hours are: English composition, 6-9; physical education, 2; speech, 1; general education, 12; career courses (vocational), 24; electives, 17. Several of these required courses can be secured by correspondence study. For complete details, write to Dean, University College, Ohio University, Athens, Ohio.

**THE COLLEGE OF APPLIED SCIENCE** offers curricula accredited by the Engineers Council for professional Development in Architectural, Civil, Electrical, and Mechanical Engineering (including an Industrial Option). Chemical Engineering is also offered. The school of Home Economics offers curricula leading to the degree BS in Home Economics. The Department of Industrial Arts offers a curriculum leading to the degree BS in Industrial Technology, as well as work in Industrial Arts for students of Education. The non-degree granting department of Engineering Graphics is under the supervision of the college.

**THE COLLEGE OF ARTS AND SCIENCES** provides the student an opportunity to secure a well-rounded liberal education. Its programs of study lead to the degree of Bachelor of Arts with a major in any department in the College and many departments in other colleges, and the degree of Bachelor of Science with a major in the laboratory science departments within the College. Special curricula are offered for preparation for work in atomic energy and industrial physics, and preprofessional preparation for dentistry, forestry, government foreign service, law, medical technology, medicine, nursing, occupational therapy, optometry, pharmacy, physical therapy, social work, teaching, theology, and veterinary medicine, and for work in juvenile delinquency and criminology.

**THE COLLEGE OF COMMERCE** offers programs of study leading to the following degrees: Bachelor of Science in Commerce, Bachelor of Science in Journalism, Bachelor of Science in Secretarial Studies, and Bachelor of Science with a major in Agriculture. The curriculum for the Bachelor of Science in Commerce degree permits, but does not require, specialization. Fields which may be stressed include accounting, advertising-marketing, economics, finance, management, law school preparation, and statistics. The School of Journalism, an integral part of the College of Commerce, offers five sequences, all leading to the Bachelor of Science in Journalism degree. These are: Advertising-Management, Magazine Journalism, News Writing and Editing, Public Relations, and Radio-Television News. The curriculum leading to the Bachelor of Science in Secretarial Studies degree is designed to give the student a high proficiency in the secretarial skills, an understanding of the basic business areas, and a well-rounded background in cultural subjects. The College of Commerce cooperates with the College of Education in offering majors in agriculture, bookkeeping-basic business, and business education.

**THE COLLEGE OF EDUCATION** prepares teachers for all grade levels and types of schools. The degree of Bachelor of Science in Education combines broad general education with professional programs leading to positions as teachers in kindergarten, primary, intermediate, or high school, the various academic subjects, and in such special subjects as art, dramatic art and speech, guidance and counseling, home economics, industrial arts, music, physical education, and speech and hearing therapy. The College of Education also offers a two-year "Cadet" program for elementary teachers.

**THE COLLEGE OF FINE ARTS** comprises the School of Architecture, the School of Dramatic Art and Speech, the School of Music, and the School of Painting and Allied Arts. Within these schools opportunities are offered

for a broad, cultural education in the fine arts and for special training in the following departments: dramatic production, radio-television, speech and hearing therapy, public address, music (applied, history, literature, theory, composition, education, and music therapy), architecture, design, painting and drawing, photography, art history and appreciation, art education, and sculpture and ceramics. The degrees of the college are Bachelor of Fine Arts and Bachelor of Architecture.

**THE GRADUATE COLLEGE** offers advanced study and provides facilities for research leading to the degrees of Master of Arts, Master of Education, Master of Science, Master of Business Administration, Master of Fine Arts, and Doctor of Philosophy. While no correspondence work may be taken for graduate credit, it is possible in some approved instances to obtain a maximum of six hours of graduate work by extension classes. Courses in academic and professional fields are available through the various divisions of the University. To secure further information concerning graduate study, see the request form on the inside of the back cover of this catalog.

### THE SUMMER SESSION

The Summer Session at Ohio University represents a cross section of the total program of the University with all divisions represented. Instruction is by members of the regular university faculty. The Summer Session has two five-week terms.

Attendance in the Summer Session may be used to reduce the time required to complete a four-year college course. A student who enrolls at Ohio University immediately after high school graduation and who attends all summer sessions, may graduate in three years.

Courses in the summer session will be offered in all phases of the regular program of the University, including substantial offerings on the graduate level.

A special bulletin covering the offerings of the Summer Session is available. Use the request form which appears on the inside of the back cover of this catalog.

### THE BRANCHES

Branches of Ohio University operate in Chillicothe, Ironton, Lancaster, Martins Ferry, Portsmouth, and Zanesville.

All qualified high school graduates and adults are eligible to take work in the branches and may earn up to two years of credit in the fields of commerce, arts and sciences, and education. One year of credit may be earned in engineering and fine arts and a two-year technical institute curriculum at the Zanesville Branch allows interested high school graduates and adults an opportunity to train as engineering technicians. A limited amount of graduate work is also offered.

Work offered in the branches is like that given on the main campus, with students receiving full residence credit. Many students transfer to the main campus after the second year or to other colleges and universities to complete the baccalaureate degree.



The cadet teacher program is featured in each branch and makes possible the completion of all requirements for the cadet teaching certificate. Twenty scholarships, ten freshmen and ten sophomore, are awarded annually in each branch to students in this program. Locally sponsored scholarships are also available.

The branch program affords students the opportunity to pursue a college education while living at home and working full time or part time.

### COURSES AT THE HIGH SCHOOL LEVEL

The Extension Division does not offer correspondence courses at the secondary school level. Write to the National University Extension Association, Bloomington, Indiana, for the names of institutions which offer high school courses.

## COURSES OF INSTRUCTION

Numbers 1-99 designate courses for Freshmen.

Numbers 100-199 designate courses for undergraduates above the freshman level.

Numbers 200-299 designate courses for advanced undergraduates (Juniors and Seniors).

Numbers 300-399 designate courses for advanced undergraduates and graduates.

Graduate credit cannot be secured by correspondence study.

The prerequisite for a course is indicated by a course number which refers to the same department unless otherwise indicated. A student who completes an advanced course may not subsequently enroll in a prerequisite course for credit.

The name of the instructor appears at the end of the course description.

## ACCOUNTING

**75. ELEMENTARY ACCOUNTING.** The fundamental principles of accounting theory and practice as they affect corporations, partnerships, and proprietorships. Credit, three semester hours. BECKERT.

**76. ELEMENTARY ACCOUNTING.** Continuation of Accounting 75. Prereq., 75. Credit, three semester hours. BECKERT.

**125. INTERMEDIATE ACCOUNTING.** Preparation and analysis of accounting statements; special problems in accounting for current, fixed, and intangible assets, for liabilities, and for corporate net worth; funds and reserves; and investments. Prereq., 76. Credit, three semester hours. BECKERT.

**126. INTERMEDIATE ACCOUNTING.** Continuation of Accounting 125. Prereq., 125. Credit, three semester hours. BECKERT.

**175. COST ACCOUNTING.** Manufacturing cost determination under the job-order and process systems. Prereq., 125 or 76 and permission. Credit, three semester hours. BECKERT.

**217. TAX ACCOUNTING.** Beginning study of Federal income taxes and State taxes for individuals, partnerships, and corporations. Prereq., 125. Credit, two semester hours. STEWART.

**261. TEACHING OF BOOKKEEPING AND BASIC BUSINESS.** This course is intended for teachers or prospective teachers of bookkeeping and social business subjects in junior and senior high schools. Consideration is given to the objectives in bookkeeping, junior business training and commercial arithmetic courses, the place of such courses in the junior and senior high schools; the amount of time to be devoted to the subject. Methods of conducting recitations, grading, keeping records, examination, and standards will be considered. Prereq., 125. Credit, two semester hours. BECKERT.

**343. FEDERAL INCOME TAX ACCOUNTING.** Study of advanced tax problems of individuals, partnerships, and corporations including tax planning and administration. Prereq., 217. Credit, two semester hours. STEWART.

**356. AUDITING PRINCIPLES AND PRACTICE.** Purposes and scope of audits and examinations; audit principles and procedure; application of audit principles to practice material based on actual audit; and audit reports and certificates. Prereq., 126 and 175. Credit, three semester hours. BECKERT.

## ADVERTISING

**155. ADVERTISING PRINCIPLES.** A survey of advertising which considers its place in the field of marketing and its fundamental procedures. Prereq., Mkt. 155 or permission. Credit, three semester hours. TURNBULL.

## ART—See Fine Arts

## BOTANY

**3. GENERAL BOTANY.** The structure and functions of plants; their life cycles, classification and heredity; a survey of the plant kingdom; fundamental interrelationships of plants and animals, including man. A student must have access to a microscope. It may be possible for a resident of Ohio to rent a microscope from the Botany Department for \$5 for three months, provided it is impossible for him to secure one in another way. The Botany Department will expect a student to pay for any damage or loss incurred while the microscope is in his possession and to insure it in return transit. This course is not credited as a laboratory science at Ohio University. Credit, three semester hours. WALLACE.

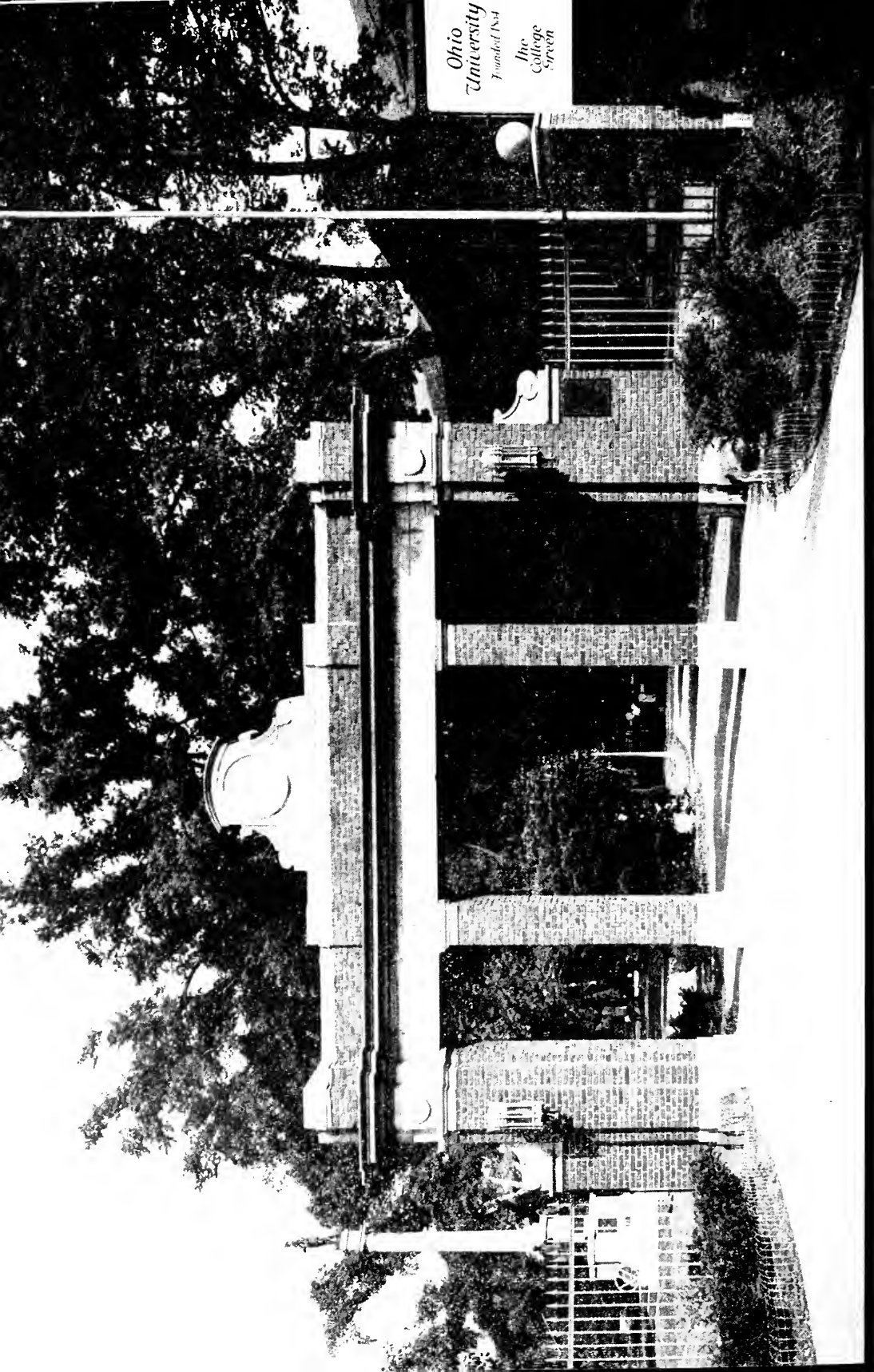
**4. GENERAL BOTANY.** A continuation of Botany 3. A student must have access to a microscope (see course description above). This course is not credited as a laboratory science at Ohio University. Prereq., 3. Credit, three semester hours. WALLACE.

**133. NATURE STUDY.** A course designed to develop in the student an awareness, an understanding, and an appreciation of living things which he commonly finds about him. Emphasis is also placed upon materials and methods that will be of use to teachers. By correspondence only. This course will not apply toward any degree at Ohio University. Credit, three semester hours. WALLACE.

## BUSINESS LAW

**255. BUSINESS LAW.** The principles of law involved in contracts, agency, sales, negotiable instruments, partnerships, and corporations. Prereq., Economics 12 or 102 and junior or senior rank. Credit, three semester hours. KLOSS.

**256. BUSINESS LAW.** Continuation of Business Law 255. Prereq., 255. Credit, three semester hours. KLOSS.



342. **LAW OF REAL ESTATE.** Deeds, mortgages, leases, and other interests in real property, and the relationships between landlord and tenant. Prereq., 256 or permission. Credit, three semester hours. KLOSS.

375. **GOVERNMENT AND BUSINESS.** A study of statutes and court decisions by which government controls, regulates, and aids business under the commerce clause, the police power, and the anti-trust laws. Prereq., 255 or permission. Credit, three semester hours. KLOSS.

## CHEMISTRY

3. **GENERAL CHEMISTRY.** A beginning course designed to provide a general survey of the subject. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour's credit on the Campus in laboratory. Prereq., high school algebra. Credit, three semester hours. HUNTSMAN.

4. **GENERAL CHEMISTRY.** A continuation of Chemistry 3. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour's credit on the Campus in laboratory. Prereq., 3. Credit, three semester hours. HUNTSMAN.

113. **ORGANIC CHEMISTRY.** This is a short non-laboratory course in the fundamentals of organic chemistry. The work is adapted for students planning to take home economics, medical technology, or pre dental courses. Prereq., 4. Credit, three semester hours. HUNTSMAN.

## CLASSICAL LANGUAGES

### Greek

1. **BEGINNING GREEK.** An introduction to the rudiments of the language including fundamental grammatical principles, pronunciation, and a working vocabulary. There is emphasis also upon the Greek element in English. In order to do these courses successfully by correspondence, a student should have studied some Latin. Credit, four semester hours. MURPHY.

2. **BEGINNING GREEK.** A continuation of Greek 1. Prereq., 1. Credit, four semester hours. MURPHY.

### Latin

1. **BEGINNING LATIN.** An introductory course leading to the reading of easy Latin stories of history and mythology and designed as preparation for Latin 2. Credit, four semester hours. HULTGREN.

2. **BEGINNING LATIN.** The early part of the course consists of easy narrative dealing with mythology and Roman history followed by selections from Caesar's *Gallie War*. There is considerable review of fundamentals. Prereq., 1, or one year of high school Latin. Credit, four semester hours. HULTGREN.

102. **VERGIL.** Readings from *Aeneid* Books I-VI. Prereq., Latin 101 or 3 years high school Latin. Credit, four semester hours.

123. **CICERO'S ORATIONS.** Some of the introductory lessons include translations from Caesar's *Gallie War*. Selected orations. In general an effort is made to provide an adequate review as well as to develop progress in reading a new author. Prereq., 2 or two years of high school Latin. (Students whose Latin 2 is not fresh should take Latin 127.) By correspondence only. Credit, four semester hours. HULTGREN.

127. **CLASSICAL LATIN PROSE.** A course for those who have had two or more years of high school Latin, or an equivalent amount of college Latin (six semester hours of first and second semester Latin). Those who desire a thorough review of Latin grammar are to register for three hours credit. Those who are at home in the essentials of Latin grammar, including the uses of the infinitive and subjunctive, the gerund and gerundive, may register for only two hours credit. All students are to read the *Res Gestae* of the Emperor Augustus and selected *Lives* of Nepos. Students who had their preparatory Latin some time ago may, by taking the three-hour version of this course in place of Latin 2, get both review and advanced work. The two-hour version is suitable for any student who has not read the authors specified. By correspondence only. Credit, two or three semester hours. HULTGREN.

## ECONOMICS

101. **PRINCIPLES OF ECONOMICS.** The basic theory and economic analysis of prices, markets, production, wages, interest, rent, and profits. Not open to freshmen nor to those who have had 11 and 12. Credit, three semester hours. PICARD.

102. **PRINCIPLES OF ECONOMICS.** This course is concerned with the economic problems and economic institutions of society. Among the problems analyzed are labor unions, money and banking, taxation, public utilities, international trade, business cycles, and agriculture. Prereq., 11 or 101. Credit, three semester hours. PICARD.

309. **PUBLIC UTILITIES.** The economic basis of the public utility concept and its relation to business organization. The nature, scope, development, legal organization, and regulation of public utilities. Prereq., 12 or 102. Credit, three semester hours. PICARD.

315. **PUBLIC FINANCE.** Analysis of spending and taxing functions of federal, state, and local governments. The growing importance of fiscal policy in determining level of employment. The economic effects of the various taxes of federal, state, and local governments. Prereq., 12 or 102. Credit, three semester hours. PICARD.

335. **LABOR ECONOMICS.** Survey of the economic forces generating modern labor problems. Among the topics considered are: history of the labor movement, labor in politics, labor-management relations, wages, and full employment. Prereq., 12 or 102. Credit, three semester hours. CREWSON.

## EDUCATION

## Elementary Education

102. **LITERATURE FOR CHILDREN.** Experiences with children, developing plans for organizing the literature program in the elementary school, and criteria for evaluating books written for children. Credit, three semester hours. SHRIGLEY.

103. **STUDIES OF CHILDREN.** Bases for a developmental theory of education; growth sequences through adolescence; principles of development, behavior, and learning; techniques of child-study; systematic observation of children during the course; implications for educational practice. Credit, three semester hours. QUICK.

163. **TEACHING OF READING AND LANGUAGE.** A practical course covering the language arts program in the elementary school. Methods and materials valuable in promoting child development in reading and the expressional phases of language are given major emphasis. Credit, three semester hours. MILLIKEN.

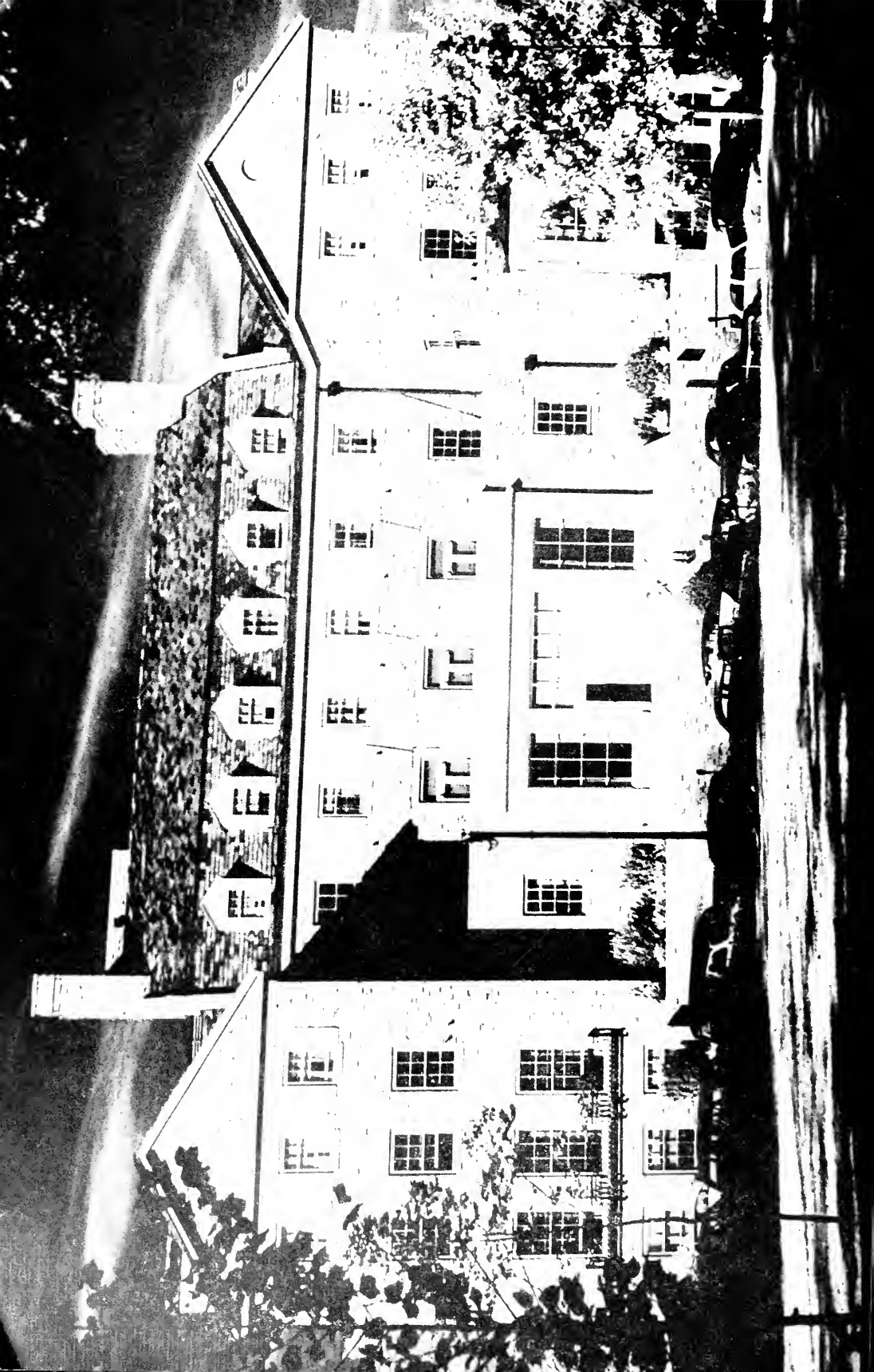
163p. **TEACHING ARITHMETIC IN THE PRIMARY GRADES.** A practical course for teachers in grades 1, 2, and 3, for elementary supervisors, and for those who plan to occupy such positions. The course includes the development of number understanding, the place of arithmetic in the primary grades, and the teaching of addition, subtraction, multiplication, and division. Attention is also given to Roman numerals, measures, fractions, problem solving, and the course of study. The results of experimental studies and of recent developments in educational psychology are incorporated. By correspondence only. Credit, three semester hours. (Not available after Sept. 1, 1960.) MORTON.

163g. **TEACHING ARITHMETIC IN THE INTERMEDIATE GRADES.** Methods of presenting the subject matter of the arithmetic curriculum in grades 4, 5, and 6. The course presents the best methods of teaching common and decimal fractions, the elements of percentage, denominate measures, the elements of mensuration, and problem solving, as well as the four fundamental operations with whole numbers. By correspondence only. Credit, three semester hours. (Not available after Sept. 1, 1960.) MORTON.

165. **TEACHING OF ARITHMETIC IN THE ELEMENTARY SCHOOL.** Criteria for determining the arithmetic program; a grade-by-grade development of topics and of methods of presentation. Math. 111, Functional Math., will be a prerequisite for this course effective September 1, 1961. Credit, three semester hours. Available September 1, 1960. BENZ.

169. **TEACHING OF SOCIAL STUDIES AND SCIENCE IN THE ELEMENTARY SCHOOL.** Materials and methods used in teaching the content subjects in the elementary schools, with special emphasis upon unit teaching, social studies skills, and practical experiences in the teaching of science. Credit, three semester hours. SHUSTER.

263. **TEACHING OF ARITHMETIC IN THE UPPER GRADES.** Organization and methods of teaching the subject matter of the arithmetic curriculum in





grades 7 and 8; the number system; arithmetic and life activities; arithmetic and a liberal education. Credit, three semester hours. Not available after Sept. 1, 1960. MORTON.

### Secondary Education

Students desiring to obtain an Ohio Teaching certificate may complete for credit by correspondence not more than one of the two courses in secondary education.

**130. SECONDARY EDUCATION.** A historical, comparative, and contemporary study of secondary education. Emphasis is placed on the interrelations of school and society; administrative considerations such as pupil personnel, and the control, support, and organization of schools; and the objectives of education, programs of study, and student activities. Prereq., Psych. 5 and sophomore standing. Credit, four semester hours. SHOEMAKER.

**229. CURRICULUM AND TEACHING PRACTICES.** Topics which receive major consideration are curricular content and organization, principles of teaching-learning, techniques of classroom work, evaluation, and the respective roles of the teacher and the pupil. Prereq., Ed. 130. Credit, four semester hours. C. ROBERTS.

### General Education

**125. THE PURPOSES AND PRACTICES OF EDUCATION.** An introductory survey of the American public school system at all grade levels; objectives, curricular problems, guidance, organization, and administration as they affect the teacher. Not open to students who have had Ed. 130. Prereq., second semester sophomore standing or permission. Credit, three semester hours. LYNN.

### History of Education

**350. THE HISTORY OF EDUCATION.** Studies the agencies of education and the social forces which have conditioned them during ancient, medieval, and modern times. Prereq., 6 hrs. education and Psych. 5. Credit, three semester hours. SHOEMAKER.

## ENGINEERING

### Engineering Graphics

**1. ENGINEERING DRAWING.** A course designed with the objective of presenting to the student the fundamental theories and accepted practices (techniques) used in engineering drawing. The following specific units are studied: freehand lettering, use of instruments, freehand drafting, orthographic projection, dimensioning, auxiliary and sectional views, inking, tracing (pencil and ink), and assembled sectional views. Credit, two semester hours. SARCHET.

**2. ENGINEERING DRAWING.** A continuation of Engineering Drawing 1 that presents the following specific units: pictorial drawing with special emphasis on oblique and isometric, developments, intersections, screw threads and fastenings, working drawings, tracings, and blue prints. Prereq., 1. Credit, two semester hours. SARCHET.

### Civil Engineering

**120. APPLIED MECHANICS (Statics).** Laws of equilibrium of forces; friction; centroids and moment of inertia. Prereq., Math. 101 or with Math. 101. Not open to students regularly enrolled at Ohio University. Credit, three semester hours. BADGER.

**121. APPLIED MECHANICS (Dynamics).** Motion of a particle and of rigid bodies. Work and energy; impulse and momentum. Prereq., 120, Math. 102 or with Math. 102. Not open to students regularly enrolled at Ohio University. Credit, three semester hours. BADGER.

### ENGLISH

**3. ENGLISH COMPOSITION.** A progression from simple expository paragraphs to criticism of literary models. Credit, three semester hours. KNECHT.

**4. ENGLISH COMPOSITION.** A continuation of English 3. Prereq., 3. Credit, three semester hours. FOSTER.

**101. SOPHOMORE ENGLISH LITERATURE.** From the middle ages through the seventeenth century. Emphasis on Chaucer, Shakespeare, and Milton. Prereq., 4. Credit, three semester hours. BROWN.

**102. SOPHOMORE ENGLISH LITERATURE.** From the eighteenth century to the present. Prereq., 4. Credit, three semester hours. HAND, PICKARD.

**111. CHIEF AMERICAN WRITERS.** Franklin Emerson, Thoreau, Melville, Hawthorne, Poe, Whitman, Dickinson, and others. Prereq., 4. Credit, three semester hours. FOSTER.

**112. CHIEF AMERICAN WRITERS.** Twain, James, Crane, O'Neill, Eliot, Hemingway, Faulkner, Miller, and others. Prereq., 4. Credit, three semester hours. KNECHT.

**251. SHAKESPEARE.** Shakespeare's principal plays. A study of Shakespeare's life and times, and a reading, mainly for enjoyment, of at least two plays in each period of his development as a dramatist. Prereq., 4. Credit, three semester hours. By correspondence only. FOSTER.

**262. THE CONTEMPORARY ENGLISH AND AMERICAN NOVEL.** Galsworthy, Conrad, Joyce, Woolfe, Dreiser, Wolfe, Huxley, Hemingway, Faulkner, and others. Prereq., 4. Credit, three semester hours. STONE.

**264. THE TEACHING OF HIGH SCHOOL ENGLISH.** The content and presentation of grammar, composition, and literature. Prereq., 4 and junior standing. Credit, three semester hours. L. BROWN.

**285. THE BIBLE AS LITERATURE.** The historical books of the Old Testament; other narratives; brief survey of the early poetry and prophecy. Prereq., 4. Credit, three semester hours. FOSTER.

**286. THE BIBLE AS LITERATURE.** Prose and poetry from the Old Testament; Jesus; Saint Paul; continuity of Hebrew literary traditions in the Old and the New Testaments. Prereq., 4. Credit, three semester hours. FOSTER.

**290. CREATIVE WRITING.** Individual work in the writing of fiction and non-fiction—short stories, essays, articles, and verse. Prereq., 4. and permission (to be secured by submitting a brief autobiographical sketch). Credit, three semester hours. HOLMES.

## 293 Advanced Composition

## FINANCE

**121. CORPORATION FINANCE.** Stocks and bonds; financing industrial, public utility, and railroad companies; investment banking, securities markets, short-term financing, credit policies, expansion and combination, re-financing, recapitalization, and reorganization. Prereq., Finance 101 and Acct. 76. Credit, three semester hours. Available January 1, 1961.

**341. MONEY AND BANKING.** The basic concepts of money, credit, and exchange with emphasis on bank credit expansion by the Federal Reserve and commercial banks, and a study of monetary policies followed by the Federal Reserve and Treasury. A historical study of the development of the monetary system of the United States. Prereq., 121 or 12 hrs. economics. Credit, three semester hours. Available January 1, 1961.

## FINE ARTS

**121. HISTORY OF PAINTING AND SCULPTURE.** This is a chronological survey of the history of art from the earliest time to the Renaissance. The principal periods of art history are made familiar to the student through a study of the most significant surviving examples of architecture, sculpture, painting, and the so-called minor arts. Credit, three semester hours. OLPP.

**123. HISTORY OF MUSIC.** This course deals with the history of musical expression from primitive times covering the Greek and Roman period; early Christian music; polyphony; beginnings of opera, oratorio, and orchestra; and the period of Classicism. The course is designed to give the student an intimate acquaintance with music through study of forms of expression, instrumental and vocal, and the study of artists and their historic background. Not open to students who have credit in Music 5. Credit, three semester hours. MORLEY.

**124. HISTORY OF MUSIC.** This course includes an intensive study of the great musicians in Europe, and their contributions to the development of music during the nineteenth and first half of the twentieth centuries. It includes, also, a study of the development of music in the United States and Latin America from early colonial times to the present. Prereq., 123. Credit, three semester hours. MORLEY.

## GEOGRAPHY

150. **GEOGRAPHY AND ENVIRONMENT.** Survey of man's response and adjustment to the varied natural environment throughout the world, employing the concepts of human geography. Not open to students who have had Geog. 3 or 4. Credit, three semester hours. KORSOK.

## GERMAN

101. **INTERMEDIATE GERMAN.** Modern German stories of intermediate difficulty will be read to increase your vocabulary and to develop your ability to read with comprehension. Prereq., German 2. Credit, three semester hours. KRAUSS.

102. **INTERMEDIATE GERMAN.** In this course, a continuation of Intermediate German 101, you will read two modern works, Hoehensonne and Jacobowsky und der Oberst, Prereq., 101. Credit, three semester hours. KRAUSS.

103. **GERMAN FOR CHEMISTS.** A reading course designed to develop your vocabulary of German chemical terms and to develop your ability to read with comprehension. Prereq., 2 or 2 years high school German. Credit, three semester hours. KRAUSS.

105. **READINGS IN MEDICAL GERMAN.** A reading course designed to increase your vocabulary of German medical terms and to develop your ability to read with comprehension. Prereq., 101 or 3 years high school German. By correspondence only. Credit, two semester hours. KRAUSS.

320. **NINETEENTH CENTURY GERMAN SHORT STORY.** A reading course of representative stories by Hauff, Storm, Stifter, Keller, and Meyer. Prereq. 102. Credit, two semester hours. KRAUSS.

## GOVERNMENT

1. **AMERICAN GOVERNMENT.** This course includes the political and constitutional development, the organization and functioning of the national government. Not open to juniors and seniors. Credit, three semester hours. COLLINS.

2. **AMERICAN GOVERNMENT.** This course is concerned with the organization and functioning of state and local governments. Not open to juniors or seniors. Credit, three semester hours. COLLINS.

101. **COMPARATIVE GOVERNMENT.** A comparison of the American, European, and Oriental systems of government, including organization, procedure, popular representation, and the effect upon the social and economic life of the people. Credit, three semester hours. ELSBREE.

203. **MUNICIPAL GOVERNMENT AND ADMINISTRATION.** The creation and legal powers of cities; municipal elections and politics; and analysis of the administrative functions and problems of city government. Prereq., 6 hrs. Credit, three semester hours. COLLINS.

**216. INTERNATIONAL RELATIONS.** Basic factors involved in world politics, including the modern state system, nationalism, militarism; the evolution of international relations, forces and conditions affecting international relations, and the formulation of national foreign policies. Prereq., 6 hrs. govt. or hist. Credit, three semester hours. BALD.

**GREEK—See Classical Languages**

**HEALTH—See Physical Education**

## HISTORY

**1. WESTERN CIVILIZATION IN MODERN TIMES.** The course covers the period from 1450 to 1815. It stresses the Renaissance, the Protestant Reformation, the agricultural and commercial revolutions, European expansion, the French Revolution, and Napoleonic Era. Not open to juniors and seniors. Credit, three semester hours. MAYES.

**2. WESTERN CIVILIZATION IN MODERN TIMES.** This course places emphasis on the industrial revolution, the unification of Italy and Germany, modern imperialism in Africa and Asia, the rise of Japan, the United States as a world power, World War I, the rise of totalitarian states, World War II, and efforts toward world organization. Not open to juniors and seniors. Credit, three semester hours. CADY.

**101. HISTORY OF THE UNITED STATES TO 1865.** A survey course covering the political, diplomatic, social, and economic development of American history. Credit, three semester hours. DANIEL.

**102. HISTORY OF THE UNITED STATES SINCE 1865.** A survey course covering the political, diplomatic, social, and economic development of American history. Credit, three semester hours. LOBBELL.

**105. HISTORY OF OHIO.** A survey from earliest times to the present: social, economic, and political. Credit, three semester hours. C. ROBERTS.

**269. TEACHING OF THE SOCIAL STUDIES IN JUNIOR AND SENIOR HIGH SCHOOLS.** The nature, development, purpose, and value of the social studies, with emphasis on methods and techniques of instruction in this field. Problems of curriculum reorganization, unit planning, materials of instruction, and evaluation. Prereq., 12 hrs. social sciences. Credit, three semester hours. C. ROBERTS. L

**325. THE WESTWARD MOVEMENT.** Expansion from the Atlantic to the Pacific. Explorations, Indian trade, land policies, pioneer life, territorial acquisitions and state making, trails and railroads to the Far West, rise of cowboy land, types of later frontiers, and influence of the West upon American ideals and institutions. Prereq., 6 hrs., including 101. Credit, three semester hours. DANIEL.

**368. EUROPE FROM 1870 TO 1919.** The development of England, France, Germany, Russia, and Danubian states in their historical setting for an era of social upheaval and World Wars. Prereq., 6 hours. Credit, three semester hours. By correspondence only. GUSTAVSON. (Available February 1, 1961.)

NOT AVAILABLE

370. EUROPE BETWEEN WORLD WARS. Fascism, communism, and the twenty-year armistice between 1919 and 1939. Prereq., 6 hrs., including 2. Credit, three semester hours. GUSTAVSON. (Available February 1, 1961.)

375. HISTORY OF RUSSIA. A survey from the earliest times to the present. The Russian background of communism, its organization, and practices is stressed. Prereq., 6 hrs. Credit, three semester hours. GUSTAVSON. (Available February 1, 1961.)

## HOME ECONOMICS

7. THE HOME AND ITS FURNISHINGS. A practical and aesthetic study in house furnishings including basic art qualities, styles of houses and interiors; analysis of modern floor plans; selection and arrangement of furniture and accessories. Credit, three semester hours. MAKROCZY.

110. TEXTILES. A basic textile course involving the study of textile fibers and the construction, processing, and care of fabrics. Credit, two semester hours. COWAN.

125. FAMILY NUTRITION. The relation of nutrition to growth, development, and maintenance of health in all age groups. Credit, three semester hours. LEWIS.

## INDUSTRIAL ARTS

260. TEACHING OF INDUSTRIAL ARTS. Methods of presenting technical and related material in industrial arts classes. Prereq., 12 hrs. Credit, three semester hours. CALVIN.

309. ADMINISTRATION OF THE GENERAL SHOP. Types of organization, laboratory planning, equipment selection, and accounting systems are studied. Prereq., 12 hrs. Credit, three semester hours. PAIGE.

326. HISTORY OF INDUSTRIAL AND VOCATIONAL ARTS. A study of the development of industrial arts and industrial vocational education from their earliest beginnings down to the present. Some special consideration is given to federal legislation regarding these areas of education, and their administration in the state of Ohio. Credit, three semester hours. CALVIN.

## JOURNALISM

322. FEATURE AND MAGAZINE WRITING. A study of newspaper, magazine, and pictorial features, followed by practice in writing and marketing of various types. The course includes finding subjects, securing photographs, writing articles, and surveying markets. Prereq., Journ. 107, Newspaper Reporting, or 12 hrs. of English, or permission. Credit, three semester hours. BAIRD.

323. ADVANCED FEATURE AND MAGAZINE WRITING. Students are permitted wide range in selecting feature subjects. High grade writing is stressed with definite idea of publication. Prereq., 322. Credit, two semester hours. BAIRD.

**LATIN—See Classical Languages****LIBRARY SCIENCE**

**291. THE SCHOOL LIBRARY.** Study of methods and materials used in organizing school library service, and developing library use among school pupils. Required for a minor in library science. Prereq., junior or senior rank, or permission. Credit, three semester hours. LINNENBRUEGGE.

**MANAGEMENT**

**3. INTRODUCTION TO BUSINESS.** A survey of the operations of business, large and small, in our capitalistic system with observations of the changes taking place in our free enterprise society. An understanding of the technical language of industry and the development of the vocabulary of business and business terms. Not open to upperclassmen working toward the Bachelor of Science in Commerce degree. Credit, three semester hours. BECKERT.

**211. INDUSTRIAL MANAGEMENT.** An examination of the basic fundamentals of management underlying the solution of problems of organization and operation in all business enterprise. Prereq., Ec. 12 or 102, junior rank, or permission. Credit, three semester hours. HELLEBRANDT.

**312. ADMINISTRATION OF PERSONNEL.** A comprehensive survey in the principles of management of people in business organizations and institutions. Among the subjects treated are employee selection, training, and rating; labor turnover; job analysis; wage and salary administration. Prereq., 211, or permission. Credit, three semester hours. BOLON.

**MARKETING**

**155. MARKETING PRINCIPLES.** The principles, methods, and policies of marketing consumers' goods and industrial goods. Prereq., Ec. 12 or 102. Credit, three semester hours. PAYNTER.

**271. SALES MANAGEMENT.** Problems in the management of the sales organization and in some of the immediately related fields of management. Prereq., 155. Credit, two semester hours. By correspondence only. RAYMOND.

**MATHEMATICS**

**1. ELEMENTARY ALGEBRA.** A course for students with no high school algebra. Credit and points not counted toward degree. Credit, three semester hours. JASPER.

**2. EUCLIDEAN GEOMETRY.** A course for students with no high school geometry. Prereq., 1, or 1 yr. high school algebra. Credit and points not counted toward degree. Credit, three semester hours. SPRING.

**3. INTERMEDIATE ALGEBRA.** Review of high school algebra; topics from college algebra. Prereq., 2 or 1 yr. each in algebra and geometry in high school. Credit, three semester hours. JASPER.

15. **FRESHMAN MATHEMATICS.** Algebra and plane trigonometry. Not open to students who have had 3, Intermediate Algebra, 9, Fundamentals of Mathematics or 14, Trigonometry. Prereq., 2, or 1 yr. each in high school algebra and geometry, or equivalent. Credit, five semester hours. MARQUIS.

16. **ANALYTIC GEOMETRY AND CALCULUS.** Topics in analytic geometry, functions and limits, differentiation and integration of algebraic forms, application of derivatives, and integration. Prereq., 14 or 15, or qualification by examination. Credit, five semester hours. BUTNER.

34. **MATHEMATICS OF FINANCE.** A study of interest, annuities, sinking funds, valuation of bonds, capitalized cost, life insurance, and life annuities. Prereq., 3. Credit, three semester hours. MARQUIS.

56. **PLANE TRIGONOMETRY.** The definitions of the trigonometric functions and the relations among them; the addition theorems, functions of the double and half angles; computations with logarithms and the solutions of the oblique triangles. Prereq., a course in college algebra or equivalent. Credit two semester hours. By correspondence only. BUTNER.

101. **ANALYTIC GEOMETRY AND CALCULUS.** Conics, differentiation and integration of transcendental functions, polar coordinates, parametric equations, curvature, integration, and indeterminate forms. Prereq., 16. Credit, four semester hours. (Available April 1, 1961.) MARQUIS.

102. **ANALYTIC GEOMETRY AND CALCULUS.** Solid analytic geometry, series, expansion of functions, partial derivatives, multiple integrals, and elementary differential equations. Prereq., 101. Credit, four semester hours. GOEDICKE.

104. **COLLEGE GEOMETRY.** Review of plane geometry, elementary transformations, and classification of geometries. Prereq., 16. Credit, three semester hours. MARQUIS.

107. **ELEMENTARY STATISTICS.** The basic theory and methods used in widely different fields: histograms; ogives; basic probability theory; normal curve; curve fitting; sampling theory; correlation and regression theory; statistical hypotheses. Prereq., 15 or 9, or a "C" in 3. By correspondence only. Credit, three semester hours. GOEDICKE.

268. **TEACHING OF MATHEMATICS IN HIGH SCHOOL.** An analysis of the basic ideas of algebra and geometry. Methods of presenting topics in these subjects to junior and senior high school students. Prereq., 16, Psych. 5. Credit, three semester hours. FISHBACK.

## MUSIC—See Fine Arts

## PHILOSOPHY

110. **INTRODUCTION TO PHILOSOPHY.** An analysis of typical philosophical problems arising in the study of nature, society, religion, and art for the purpose of developing a thoughtful and consistent intellectual perspective. Credit, three semester hours. SHERIDAN.



201. **ETHICS.** A comparison of theories of the right and the good which enter into contemporary thought. Credit, three semester hours. WIEMAN.

## PHYSICAL EDUCATION

102. **PERSONAL AND COMMUNITY HEALTH.** Hygienic practices and an appreciation of the means whereby the health of the individual and of the group may be maintained. Credit, three semester hours. TREPP.

127. **FIRST AID.** Principles and practices of American Red Cross First Aid. Red Cross certificate cannot be issued. Credit, two semester hours. LATOURRETTE.

152. **KINESIOLOGY.** A study of muscular actions in their relation to the problems of bodily development and efficiency. It also deals with the common postural defects and the exercises for their treatment. Not open to Ohio University majors in physical education. By correspondence only. Credit, two semester hours. TREPP.

153. **NATURE AND FUNCTION OF PLAY.** The historical background, theory, need, and administration of play, emphasizing play programs for schools, recreation centers, camps, and clubs. Credit, two semester hours. RHOADS.

181. **INTRAMURAL SPORTS.** Current practices, ideals, and methods of organizing and administering a program of intramural sports at all age levels. By correspondence only. Credit, two semester hours. RHOADS.

269. **TEACHING OF HEALTH.** Instruction, principles, and curricula used in presenting health information to pupils in the elementary and secondary schools. Prereq., 102. Credit, three semester hours. TREPP.

270. **TEACHING OF PHYSICAL EDUCATION.** Objectives, organization, and program suggestions for elementary school. Credit, one semester hour. O'NEAL.

304. **HISTORY AND PRINCIPLES OF PHYSICAL EDUCATION.** Physical education systems and their influences from the time of the Greeks; principles underlying physical education in the modern program of education. Prereq., Zool. 133-134 or equivalent. Credit, three semester hours. MASON.

306. **ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION.** Methods of organizing and administering health and physical education, recreation, and athletics in schools and colleges. Prereq., junior or senior rank. Credit, two semester hours. MASON.

349. **COMMUNITY RECREATION.** History of the play movement, programs and program building, administration of playgrounds, community centers, and recreational activities. Prereq., 10 hrs. and senior or graduate rank. Credit, three semester hours. LATOURRETTE.

## PHYSICAL SCIENCE

3. **PHYSICAL SCIENCE.** A general physical science course designed for non-science majors. This course includes an introduction to astronomy, meteorology, and topography. This course may not be credited for a labora-

tory science at Ohio University. Students may earn the additional hour's laboratory credit on the Campus, and the course would then give credit as a laboratory science. If a student is interested in taking the laboratory work, he should write to the instructor regarding its availability. Not open to juniors or seniors. Credit, two semester hours. PIERCE.

4. **PHYSICAL SCIENCE.** A general physical science course designed for non-science majors. This course includes chemistry and physics. This course may not be credited for a laboratory science at Ohio University. Students may earn the additional hour's laboratory credit on the Campus, and the course would then give credit as a laboratory science. If a student is interested in taking the laboratory work, he should write to the instructor regarding its availability. Not open to juniors or seniors. Credit, two semester hours. PIERCE.

## PHYSICS

5. **INTRODUCTION TO PHYSICS.** Fundamentals of mechanics, electricity, magnetism, heat, light, sound, and atomic structure. For pre-professional students and physics majors. This course is not credited as a laboratory science at Ohio University, unless the student earns one additional hour of credit in laboratory work appropriate for the course. Credit, three semester hours. EDWARDS.

6. **INTRODUCTION TO PHYSICS.** This course follows logically the above course, 5. It is not credited as a laboratory science at Ohio University, unless the student earns one additional hour of credit in laboratory work appropriate for the course. Credit, three semester hours. EDWARDS.

## PSYCHOLOGY

1. **GENERAL PSYCHOLOGY.** A survey of the most significant facts and principles of behavior. Not open to juniors and seniors. Credit, three semester hours. PATRICK.

5. **EDUCATIONAL PSYCHOLOGY.** A course covering psychological facts and principles of concern to those planning to teach. Prereq., 1 or 101. Not open to juniors or seniors unless working for teaching certificate. Credit, three semester hours. BRADSHAW.

103. **CHILD PSYCHOLOGY.** A study of behavior in infancy and childhood. Prereq., 1 or 101. Credit, three semester hours. KLARE.

310. **BEHAVIOR PATHOLOGY.** An empirical approach to the dynamics of behavior disorders. The integration and application of motivational, emotional, perceptual, and learning principles to maladjustments, including psychoneurosis. Prereq., 9 hrs. Credit, three semester hours. PATRICK.

312. **ABNORMAL PSYCHOLOGY.** Considers man's mental deviations from the normal; the theory, application, and limitations of psychoanalysis; methods of studying abnormal mental processes, especially psychoses. Prereq., 9 hrs. or 6 hrs. and 6 hrs. zoology. Credit, three semester hours. PATRICK.

## SOCIOLOGY

**220. SOCIAL PROBLEMS.** Descriptive and theoretical analysis of major types of deviant and disorganized behavior involving individuals, families, and the community; popular and scientific programs of control and treatment. Prereq., 1 or 101. Credit, three semester hours. FANNIN.

## SPEECH

**110. PARLIAMENTARY PROCEDURE.** A study of the techniques involved in conducting a public gathering and in presiding over an assembly. Prereq., 1 or equivalent. Credit, one semester hour. STAATS.

## STATISTICS

**255. BUSINESS STATISTICS.** The nature of numerical business data and of statistical procedures. Collection, classification, tabular and graphic presentation of statistical information. Computation and interpretation of rates, ratios and percentages. Measures of central tendency; arithmetic mean, median, mode, geometric and harmonic means. Measurements of dispersion, the quartiles and other positional values, average deviation, standard deviation. Elements of the normal curve. Construction or interpretation of index numbers. Current indexes of prices or business activity. Prereq., Ec. 12 or 102 and Math. 3 and 34 or Math. 15 and 16. Credit, three semester hours. By correspondence only. SOLTOW.

**256. BUSINESS STATISTICS.** Analysis of time and series data. Nature and analysis of economic and business trends. Measurement of and adjustment for seasonal variations. Measurement and importance of the business cycle. Correlation analysis. Detection and measurement of relationships between statistical series by means of the scatter diagram and the estimating equation. Sampling theory, reliability and significance of sampling. Reliability of predictions based on observed correlation. Brief consideration of more advanced techniques of correlation, and the statistical approach to budgeting and forecasting. Prereq., 255. Credit, three semester hours. By correspondence only. SOLTOW.

## INDEX

A		
Accounting, courses	14	Geography, course
Admission, College	8	German, courses
Advertising, course	15	Government, courses
Applied Science, College of	11	Graduate College
Art, courses	23	Graphics, Engineering, courses
Arts and Sciences, College of	11	Greek, courses
B		H
Board of Trustees	2	Health, courses
Books, Text	9	History, courses
Botany, courses	15	History of Education, courses
Branches, The	12	History of University
Business Law, courses	15	Home Economics, courses
C		I
Change of Course Registration		Industrial Arts, courses
Fee	8	J
Chemistry, courses	17	Journalism, courses
Civil Engineering, courses	22	L
Classical Languages, courses	17	Latin, courses
Colleges at Ohio University	10	Lessons or Study Units
Commerce, College of	11	Library Science, course
Committee on University		M
Extension	2	Management, courses
Correspondence Courses at the		Marketing, courses
College Level	7	Master's Degree Credit
Courses at the High School Level	13	Mathematics, courses
Courses of Instruction	14	Mechanical Drawing, courses
Credit, College	7	(See Engineering Graphics)
D		Music, courses
Drawing, Engineering, courses	21	O
E		Out-of-State Students
Economics, courses	18	P
Education, College of	11	Philosophy, courses
Education, courses	19	Physical Education, courses
Elementary Education, courses	19	Physical Science, courses
Engineering, courses	21	Physics, courses
Engineering Graphics, courses	21	Psychology, courses
English, courses	22	R
Ethics, course	29	Refunds
Examinations	10	Registration
Extension Division, Staff	2-5	S
Extension of Time	9	Secondary Education, courses
F		Sociology, courses
Faculty	3	Speech, course
Fee, Change Order	8	Statistics, Business, courses
Fees, College Correspondence	8	Summer Session
Finance, courses	23	T
Fine Arts, College of	11	Textbooks and Materials
Fine Arts, courses	23	Time Limit
G		U
General Education, courses	21	University College
		University Today

## GRADUATE STUDY

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-----TEAR ON THIS LINE-----

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## OHIO UNIVERSITY

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